



# SUPERVISING ATTORNEY CALIFORNIA COASTAL COMMISSION DEPARTMENTAL PROMOTIONAL EXAMINATION

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CALIFORNIA STATE GOVERNMENT - AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**FINAL FILING DATE:** Applications must be postmarked or received in the Human Resources Office by 5pm on Friday, June 12, 2015. Applications postmarked, personally delivered or received via interoffice mail or facsimile after that date will not be accepted for this examination.

**WHO MAY APPLY:** This is a departmental promotional examination. Applicants (1) must have a permanent civil service appointment with the California Coastal Commission as of the final filing date; OR (2) must be a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR (3) must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR (4) must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. If applying under Government Code § 18991, please include documentation of retirement or honorable discharge from the United States Military with your application.

## HOW TO APPLY:

Applications may be filed in person, via email or regular mail with:

Human Resources Office  
45 Fremont Street, Suite 1930  
San Francisco, CA 94105-2219

Or by FAX: (415) 904-5482 or (415) 904-5400

The title of the examination should be clearly stated in the section of the State Application (Form 678) titled: EXAMINATION(S) or JOB TITLE(S).

**SUBMIT THE STATE APPLICATION (FORM 678) ONLY TO THE ADDRESS INDICATED ABOVE.**

**SALARY RANGE:** \$7,840 - \$9,964 per month

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Experience:

Either

1. Two years of experience in the California state service performing legal duties\* at a level of responsibility equivalent to Attorney, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

Or

2. Broad and extensive experience (more than six years) in the practice of law\*.

Experience applicable to one of the above patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement. Experience in the California state service applied toward "Pattern II" must include the same number of years of qualifying experience as required in "Pattern I" performing the duties at a level of responsibility equivalent to that described in "Pattern I".

In addition, all candidates must have membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.)

\*Experience in the "practice of law" or "performing legal duties" is defined as: (1) only that legal experience acquired after admission to any State Bar, or (2) experience as a judicial clerk for a federal court, California's state courts, or any other state's courts, to constitute experience in the practice of law. For an individual's judicial clerkship to qualify as experience in the practice of law or performing legal duties, the experience must have been gained after receipt of a Juris Doctor or equivalent degree.

**THE POSITION:** The Supervising Attorney will supervise the Commission's Attorneys and personally perform the most sensitive and complex legal work of the department, providing legal advice in a wide range of areas of coastal law to 15 appointed Commissioners (12 voting members and 3 ex-Officio members), the Executive Director, Deputy Directors and the staff of the Commission in all aspects of the Commission's responsibilities, while working in close coordination with the Office of the Attorney General, which represents the Commission in matters of litigation.

## EXAMINATION INFORMATION

### Education and Experience Weighted 100.00%.

This examination will consist of a State Application (Form 678) and an evaluation of each candidate's education and experience compared to a standard developed from the class specification. **For this reason, candidates should take special care in accurately and completely filling out their applications. List all relevant education. List all relevant experience even if that experience goes beyond the seven-year limit printed on the state application form.**

### Scope:

**In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:**

#### A. Knowledge of:

1. Legal principles and their application;
2. Legal research methods;
3. Court procedures;
4. Rules of evidence and procedure;
5. Administrative law and the conduct of proceedings before administrative bodies;
6. Legal terms and forms in common use;
7. Statutory and case law literature and authorities;
8. Provisions of laws and Government Code sections administered or enforced;
9. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

and

#### B. Ability to:

1. Analyze legal principles and precedents and apply them to complex legal and administrative problems;
2. Perform and direct legal research;
3. Present statements of fact, law, and argument clearly and logically;
4. Draft and direct the drafting of opinions, pleadings, rulings, regulations, and legislation;
5. Negotiate effectively;
6. Conduct and direct the conduct of civil litigation;
7. Effectively supervise the work of subordinate personnel;
8. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Veterans' preference credits will not be granted.

## ELIGIBLE LIST INFORMATION:

A candidate may not compete more than once in a 12-month testing period for this examination. The eligible list will be used to fill positions with the California Coastal Commission. Candidate's list eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**GENERAL INFORMATION**

For an examination without a written feature, it is the candidate's responsibility to contact the California Coastal Commission Human Office **two weeks** after the final filing date if he/she has not received a progress notice.

Applications are available at the State Personnel Board, the California Department of Human Resources (CalHR), the California Coastal Commission and the Employment Development Department. Applications may also be obtained via the California Coastal Commission Internet website at [www.coastal.ca.gov](http://www.coastal.ca.gov).

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The **California Coastal Commission** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** Examination interviews will be held at California Coastal Commission.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete

under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Release Date: May 29, 2015

**CALIFORNIA COASTAL COMMISSION**  
**Human Resources Office**  
**45 Fremont Street, Suite 1930**  
**San Francisco, CA. 94105-2219**  
**(415) 904-5430 or toll free (866) 831-2540**  
**[HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov)**

**Assistance for the Hearing Impaired can be accessed by dialing 711**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.